

16 May 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Processing of Continuing Authority Program Project Cooperation Agreements

1. Recently, CECW-AR has noticed a significant variation in the contents of the continuing authority program (CAP) project cooperation agreement (PCA) packages received for review. Items missing from the PCA package result in delays in processing the PCA due to waiting for the missing items or returning the incomplete package. To eliminate delays due to incomplete packages, the following is a listing of the required components of a CAP PCA package: (1) six copies of draft PCA text, (2) Certificate of Legal Review by District Counsel, (3) list of deviations and reasons for deviation from model PCA, (4) CAP PCA checklist (enclosed and available electronically on the PCA homepage at <http://www.usace.army.mil/inet/functions/cw/>), and (5) letter of intent from the sponsor and one copy of the approved decision document, for reference only. In addition, an electronic copy of the draft PCA, in WordPerfect format, should be forwarded to Jim Scott, CECW-AR.

2. Any questions should be directed to Terry Breyman, 703-428-6491.

FOR THE COMMANDER:

/signed/

Encl
as

DAVID B. SANFORD, JR.
Chief, Policy Division
Directorate of Civil Works

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